## A. Tick (✓) the correct option.

1. This device are used to enter data into a computer.

   (a) Input ☐   (b) Processor ☐   (c) Output ☐

2. How many views are there for the Control Panel?

   (a) One ☐   (b) Two ☐   (c) Three ☐

3. Which wavy line shows grammatical mistake?

   (a) Red ☐   (b) Green ☐   (c) Blue ☐

4. If you want to return to the previous slide during the Slide Show. You can press :

   (a) SPACEBAR ☐   (b) BACKSPACE ☐   (c) NUMBER+ENTER ☐

5. It is the most powerful category of computer.

   (a) Microcomputers ☐   (b) Minicomputers ☐   (c) Supercomputers ☐

6. It refers to the raw fact.

   (a) Data ☐   (b) Information ☐   (c) Output ☐

7. Which feature is used to view antonyms and synonyms of a word?

   (a) Spelling Grammar ☐   (b) Thesaurus ☐   (c) Mailings ☐

## B. Fill in the blanks.

1. The position of the mouse is represented by a _____.

2. _____ devices are used to enter data into a computer.

3. Press the _____ key to check spelling and grammar.

4. Once a gadget has been added to the desktop. You can _____ its position anywhere on the desktop.

5. If you want to change the background, click on the _____ tab.

6. The _____ unit contains the electronic circuit that cause processing to take place.

7. Once a gadget has been added to the desktop. You can _____ its position anywhere on the desktop.

## C. Write (T) for true and (F) for false statements.

1. Mainframe are the most powerful category of computers. ☐

2. A computer works on the principle of input-process-output-storage. ☐

3. Currency converter gadget requires Internet Connection to function properly. ☐

4. Mail Merge is a not a feature of MS Word.

5. To remove the gadget from the desktop click on Close gadget.

6. Antonyms are the words with the opposite meaning.

7. The red line indicates a contextual error.

## D. Match the columns given below :

1. Personlization             (a)

2. Keyboard                   (b)

3. Mouse                      (c)

4. Notification Area Icon     (d)

5. Date and Time             (e)

## E. Answer the following questions :

1. Distinguish between data and information.

_____

2. Differentiate between Repeat Delay and Repeat Rate of a keyboard.

_____

3. Name some common input devices.

_____

4. What are the three basic types of spelling and grammar errors in MS Word?

_____

5. Adding special effect to your presentation will definitely attract the audience's attention. Justify the statement.

_____

6. How can we run a slide show without using the mouse? What will you do to stop an automatic slide show in between?

_____

7. What is the advantage of using Mail Merge?

_____

## A. Tick (✓) the correct option :

1. Hierachy, Relationship, Cycle, Process, etc. are _____ of a SmartArt Graphic:

   (a) Styles ☐  (b) Layouts ☐  (c) Colours ☐

2. _____ is not present in the illustrations group of the Insert tab.

   (a) Shapes ☐  (b) SmartArt ☐  (c) Text Box ☐

3. For formatting number and dates, you click on the _____ tab of the Format Cells dialog box:

   (a) Border ☐  (b) Font ☐  (c) Number ☐

4. This age is called the age of

   (a) crime ☐  (b) computer ☐  (c) entertainment ☐

5. This command is like a program heading.

   (a) INPUT ☐  (b) REM ☐  (c) END ☐

6. This statement is used to terminate or end the program.

   (a) Input ☐  (b) END ☐  (c) CLS ☐

7. The file sent with email is called _____.

   (a) Page ☐  (b) Frame ☐  (c) Attachment ☐

## B. Fill in the blanks :

1. _____ is a system in which people or group are ranked one above the other.

2. Alignment group is present in _____ tab.

3. SmartArt option is present in _____ group.

4. You can get a ready-to-use list of months and week days using the _____ feature.

5. _____ is a famous search engine.

6. _____ include managing user accounts and passwords to ensure authorise access to data programs also the computer systems.

7. AND/OR are the _____ operators.

## C. Write (T) for true and (F) for false statements :

1. The (c) symbol is used to show that material in copyrighted. ☐

2. The rights related to literary or artists work, inventions, discoveries are called intellectual property rights. ☐

3. Hackers are these people who protect the computer from hacking.  □

4. A web page is the starting page of website.  □

5. The @ sign is must in e-mail address.  □

6. Google.com is a search engine.  □

7. A website is the digital page of stored information.  □

## D. Match the columns given below :

1. Wrap text        (a) Merge multiple cells to make a single cell

2. Orientation        (b) Reduces the font size to fit the contents within the cell.

3. Shrink to fit        (c) Folds the text in multiple lines without increasing the column width.

4. Merge to fit        (d) Displays the content of the cell at the desired angle.

## E. Answer the following questions :

1. State the use of logical operators.

_____

2. Write steps to insert SmartArt Graphic on your slide.

_____

3. Mention any two advantages of using SmartArt Tools of PowerPoint.

_____

4. What is the use of AutoFill feature in Excel?

_____

5. Write steps to quickly print a worksheet.

_____

6. What is software piracy?

_____

7. Mention some uses of Internet.

_____